Vendor Registration Instructions for All Other Business Types
(i.e. Partnership, Corporation, LLC filing as Partnership, LLC filing as Corporation, Non-Profit Organizations, etc.)

There are many fields that you DO NOT need to fill out. **PLEASE ONLY FILL OUT THE FIELDS OUTLINED IN THESE INSTRUCTIONS**.

Here is the link to the website: https://cgiadvantage360.cgi.com/MICGR/AltSelfService

Step 1: Click on the link provided above. Please make sure the link opens in **Internet Explorer** or **Google Chrome**. Our Vendor Self Service application is not easily compatible with Safari and Firefox.

Step 2: On the left-hand side of the page, click '**Register**'.

This will bring you to the Memorandum of Agreement. Click '**Accept Terms**'.

This will bring you to the **Registration Tips** page. Click '**Next**' in the upper right-hand corner of the page.

Step 3: You are now at the page where you can search for an existing account. Under the **Company Search** section, please type in your taxpayer ID number **OR** your legal business name in the fields provided. Click '**Search**'.

Step 4: If you have never registered as a vendor with the City of Grand Rapids before, you should **NOT** see any results. Please click '**New Registration**'. **If you're not sure where this button is, please see the screenshot below.**

Step 5: You should now be at the page that says '**My User Information**'. You will need to create a user ID and password in order to log into the Vendor Self Service portal in the future. Please complete all of the fields with a RED asterisk. **When entering your phone number, make sure you include the dashes**. You **DO NOT** need a fax number. Once you have completed this section, click '**Next**'.

When you get to the next page that says '**Verify Email Address**', click '**Next**' again. This will generate a verification email to be sent to the email address that you provided.

Step 6: Close the internet browser you were working in. You will receive an email verification from grvendorcontact@grand-rapids.mi.us. Please click on the verification link that was sent to your email. **When you click on the link, please make sure the website reopens in Internet Explorer or Google Chrome**. This link will bring you back to the Vendor Self Service website and prompt you to enter the user ID and password you created.

Step 7: Under the **TIN Type** section, select the bubble that says '**I will use my entity's Employer Identification Number (EIN)**'. Under the **Classification** section, select the bubble that matches your federal tax classification on your business's W-9. Click '**Next**'.

Step 8: At the top of the next page, you will see '**Verify my location by**'. Select '**Use my TIN Number**' from the drop down menu. Under the **Organization Information** section, make sure the **Organization Type** says '**Company**' and the **Classification** matches the federal tax classification that you selected on the previous page.

Step 9: Under the **Legal Name Information** section, please enter your business name in the '**Legal Name on W-9**' field. If you have a DBA (doing business as), enter this in the '**Business Name (Alias/DBA)**' field. Where it says **Name on Check**, please select '**Legal Name**' if you only want your business's legal name to print on your check. <mark>This appears on line 1 of your business's W-9</mark>. Please select '**Alias/DBA**' if you only want your business's DBA to print on your checks. <mark>This appears on line 2 of your business's W-9</mark>. Please select '**Both**' if you would like your business's legal name AND DBA printed on your checks.

Step 10: Under the **1099 TIN Information** section, please enter your **Employer Identification Number (EIN)** in the **taxpayer ID number** field. **DO NOT INCLUDE THE DASH**.

Step 11: Enter the address of your business under the **Legal (1099) Address Information** section.

Step 12: SKIP THE EFT INFORMATION SECTION, THE DISCOUNT INFORMATION SECTION, AND THE EXECUTIVE COMPENSATION SECTION. Click '**Next**'.

Step 13: Under the **Address Questions** section, select '**Yes**' for all three of those questions if you will be using your **Legal (1099) Address** for your administrative, ordering, payment, and billing addresses. Click '**Next**'.

If you selected '**Yes**' for all three of the **Address Questions**, you will be asked to enter only **ONE** principal contact that is associated with your administrative, ordering, payment, **AND** billing addresses. Under the **Address Information** section, please enter a phone number **INCLUDING** the dashes. Under the **Contact Information** section, please enter a principal contact, a phone number **INCLUDING** the dashes, and an email address. Click '**Next**'.

If you selected '**No**' for all three of the **Address Questions**, you will be prompted to manually enter an administrative, ordering, payment, and billing address. Under the **Address Information** section, please provide a phone number **INCLUDING** the dashes for **EACH** address. Under the **Contact Information** section, please enter a principal contact, a phone number **INCLUDING** the dashes, and an email address. Click '**Next**' until you have completed this process for the administrative, ordering, payment, and billing addresses.

Add Business Location - Address Information Questionnaire

| Save and Close | Cancel Registration | Back | Next |

Please enter the following information about your Administrative, Ordering, Payment, and Billing addresses.

Welcome, Cindy
☑ New Account Info.
☑ My Business Info.
☐ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

▼ Legal Address Information
Address :   300 Monroe Ave NW
City :   Grand Rapids
State :   MI
Zip/Postal Code : 49503

▼ Address Questions

Should your legal address listed above be used for any other type of address (Administrative, Ordering, Payment or Billing)?
● No
○ Yes

Is your address information the same for **Administrative, Ordering, Payment, and Billing addresses?** :
● No
○ Yes

Do you have the same contact for all address types (**Administrative, Ordering, Payment, or Billing**)? :
● No
○ Yes

| Save and Close | Cancel Registration | Back | Next |

Additional Resources & Information:
- As you complete each step and move to the next step, the system will check for errors. If there are errors:
- A notification message will be displayed at the top of the page.
- You must correct the errors indicated before continuing to the next step.
- Additional Help can be found in the Frequently Asked Questions located on the left hand navigation bar.

Step 3: Administrative Address and Contact

| Save and Close | Cancel Registration | Back | Next |

Based on the answers you provided on the previous page additional information is required to capture address and contact details for each of your different address types. If you wish to enter a different address and contact combination for each type enter all of the required fields below related to your Administrative address and select the Next button to proceed to Ordering. If you do have the same address and contact combinations for each address type you may go back to the previous page and change the answers you provided in order to fill out all the address and contact information on one consolidated page.

Welcome, Cindy
☑ New Account Info.
☑ My Business Info.
☐ Addresses & Contacts
☐ Additional Business Information
☐ Registration Summary

☑ *Administrative

▼ Address Information
*Street 1 : 300 Monroe Ave. NW
          Street Address, P.O. Box, Company Name, etc.
Street 2 :
          Street Address, P.O. Box, Company Name, etc.
*City : Grand Rapids
*State/Province : Michigan
Zip/Postal Code : 49503
Country : United States
County :
*Phone : [   ]   Ext. : [   ]
         XXX-XXX-XXXX
Additional Address Info :
Division/Department :
DUNS :
Extended DUNS :
CAGE Code :

▼ Contact Information
For the address type shown above, please enter a contact person.

*Principal Contact : [   ]   Fax : [   ]
Title/Role : [   ]   Fax Extension : [   ]
Permissions : [   ]   Alternate Fax : [   ]
Authorized Repres... : [   ]   Alternate Fax E...
*Phone : [   ]   Email : [   ]
Phone Extension : [   ]   Correspondence Type :

Step 14: Under the **Additional Business Information** section, please take the time to list commodities that relate to the goods/services you provide. This allows the City of Grand Rapids to notify you of any bid opportunities that pertain to your business. To add commodities, click '**Add**'. Type in a key word in the Commodity Description field that relates to the type of good or service your business provides. Put an asterisk before **AND** after the key word to receive a variety of commodities (i.e. *signs*). Click '**Browse**'. Check the box next to the commodity or commodities you wish to add and then click '**OK**'. Click '**Next**' once you have added your commodities.

Step 15: Under the **Business Types** section, click '**Add**'. Please select the appropriate business type(s) that apply to your business. There are only **four** business types to choose from. Check the box next to the business type(s) you wish to add and then click '**OK**'. Click '**Next**'.

Step 17: You should now be at the **Registration Summary** page. If your registration looks correct, click '**Submit Registration**'. At this time, you will receive a vendor number. Please make note of your vendor number and provide it to the specific department or person you are doing business with at the City of Grand Rapids.

You are now finished with the registration process. Once your registration has been approved in our system, you will receive a '**Welcome**' email from purchasingbids@grand-rapids.mi.us with details about your account.